

## **APPROVED**

### **J. V. Fletcher Library Board of Trustees Minutes of the 5 December 2005 Meeting**

Present: Trustees Liz Adams, Marianne Fleckner, Sandy Kelly, and Bob Price; Director Ellen Rainville; Assistant Director India Nolen.

Absent: Trustees Dave Daniel and Jack Wrobel.

Guests: None.

#### **I. Call to Order**

This meeting of the Trustees was called to order in the Story Hour Room at 7:40 PM.

#### **II. Signing of Warrants**

The following warrants were signed at the meeting:

<b>Account Name</b>	<b>No.</b>	<b>Activity</b>
Library Trustee Account	672	Expended \$150.00 for Dina's ALA and PLA membership fees.
All Purpose Trust Fund	673	
Library Book Fund	674	
Lecture Trust Fund	675	
J. V. F. Library Trust Fund	676	
E. D. R. Continuing Education Trust Fund	677	

#### **III. Review of Past Minutes**

The minutes of the November 7 meeting were approved as presented. Acceptance was moved by Marianne, seconded by Sandy; approved 3 for, 0 against, 1 abstention.

#### **IV. Review of the Quarterly Treasurer's Report**

None.

#### **V. Director's Report**

Ellen has rewritten the departmental job descriptions and submitted them to the HR Director for review. She has also been working with HR to reconcile all departmental leave and other employment data discrepancies before this data is incorporated into MUNIS.

The wiring installed by Nashoba Tech has been checked and reworked where necessary.

The book mobile continues to have water leak problems in the roof.

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The Community Skills Request was delivered to the Town Clerk before the December 1 deadline for town-wide distribution with the census forms.

### **VI. Committee Reports**

None.

### **VII. Communications**

None.

### **VIII. Unfinished Business**

Sandy assigned the following Trustees to chair the three committees pursuing the Board's goals:

- Library Foundation: Liz;
- Skills: Marianne.
- Building Expansion: Bob;

Sandy will ask Jack to be liaison to the Friends' Advocacy Committee where he has been active in the past.

It was decided to postpone the second readings of the revised John F. Wagner Computer Room Policy and Procedure for Internet Access until centralized printing becomes available in the Library.

The issue of maintaining a better cash transaction history within the Library was discussed further. Ellen will determine whether detailed daily reports of video rentals can be generated from the database at the central site.

### **IX. New Business**

Ellen presented a draft budget for FY07 that represents an increase of about four percent. After discussion, it was agreed that Ellen should submit this draft (12/02/05) as-is to the town Manager (Liz, Marianne; 4, 0, 0).

Bob summarized the November 15 presentation by the Middlesex District Attorney's Office on the Open Meeting Law. The main point was that anything that could be construed as a discussion of Board issues by a quorum of a Board must not occur outside of official Board meetings. It is OK to use email to distribute material or to collect data, but all discussion about it must be delayed until the next meeting. Be wary of "Reply All" to emails. Ellen distributed copies of the handouts.

### **X. Announcements**

None.

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**XI. Adjournment**

The Board voted to adjourn at 9:10 PM (Liz, Marianne; 4, 0, 0).

Submitted respectfully,  
Bob Price